

Chapter 1

Starting IBM Lotus Symphony

In This Chapter

- ▶ Getting familiar with the Lotus Symphony user interface
 - ▶ Exploring the Symphony toolbars
 - ▶ Customizing programs
 - ▶ Shutting down Lotus Symphony
-

IBM Lotus Symphony is more than just a single program. It's a set of three distinct business-class applications that help you perform specific tasks. Each of the three applications is designed to create different types of documents and files, but they work closely with each other to allow you to share information between them. Lotus Symphony also is designed to work with other IBM and IBM Lotus applications, as well as IBM technologies such as their collaboration technologies.

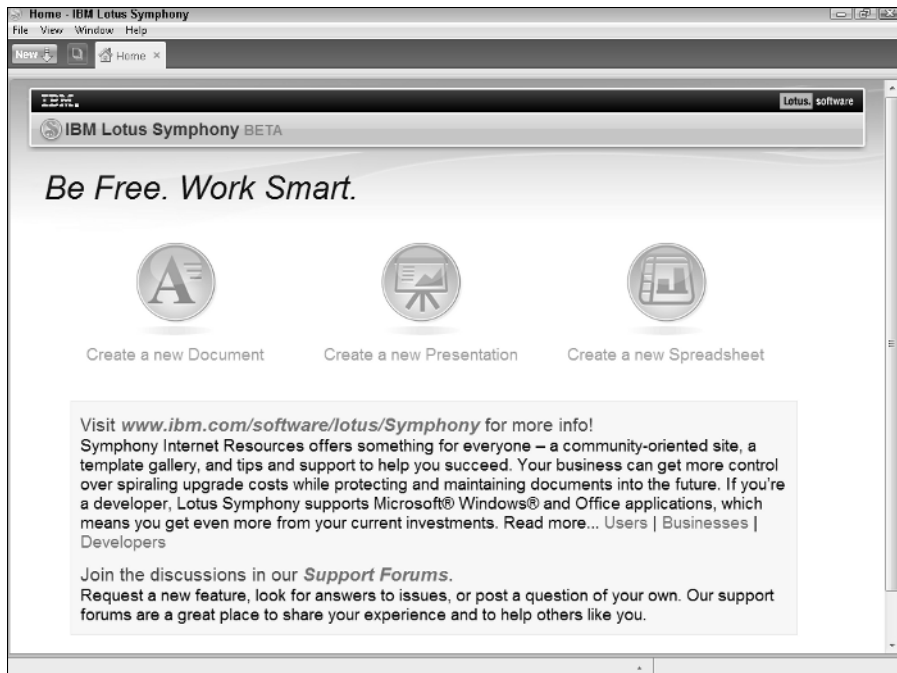
With IBM Lotus Symphony, you get a word processing application, a spreadsheet program, and a presentations program. In addition to these programs, Lotus Symphony also includes a Web browser that enables you to navigate to Web sites and display Internet information.

In this chapter, I show how you can start using Lotus Symphony, including starting each application, using the Lotus Symphony interface, getting acquainted with the Symphony toolbars, customizing different parts of the Lotus Symphony program set, and shutting down Symphony properly.

Starting Lotus Symphony

Unlike other software suites, Lotus Symphony provides access to all of its separate applications from a single point. You start Lotus Symphony and then start the application you want to use. Figure 1-1 shows the initial window you see when you start Lotus Symphony.

Figure 1-1:
The Lotus
Symphony
home page
window.



To start Lotus Symphony, you use the following steps:

1. **Click the Start button.**
2. **Navigate to the All Programs folder.**
3. **Click IBM Lotus Symphony.**



You can add a shortcut to Lotus Symphony to your desktop or Quick Launch toolbar. (It resides on your Windows task bar, if you have it turned on.) To do this, locate the IBM Lotus Symphony program icon in the All Programs folder, right-click it and drag it to the desktop or Quick Launch toolbar. Release the right mouse button and click **Create Shortcuts Here** from the pop-up menu that appears. Now you can quickly start Lotus Symphony by clicking the new shortcut.

When Lotus Symphony starts, the Lotus Symphony home page, shown in Figure 1-1, displays. The home page displays inside the Lotus Symphony main window. You may think it looks a lot like a regular Internet browser, such as Microsoft Internet Explorer or Mozilla Firefox. That's a good observation because the Lotus Symphony interface includes a Web browser that displays in the same environment as the Symphony application.

Each application and Web browser instance displays on a separate tab. At the top of the tabs, you can see the names of the tabs, such as Home, IBM Lotus Symphony - Support Forums, and New Document. Figure 1-2 shows an example of a Web page displaying in the Lotus Symphony window with each of the tabs named as just discussed.

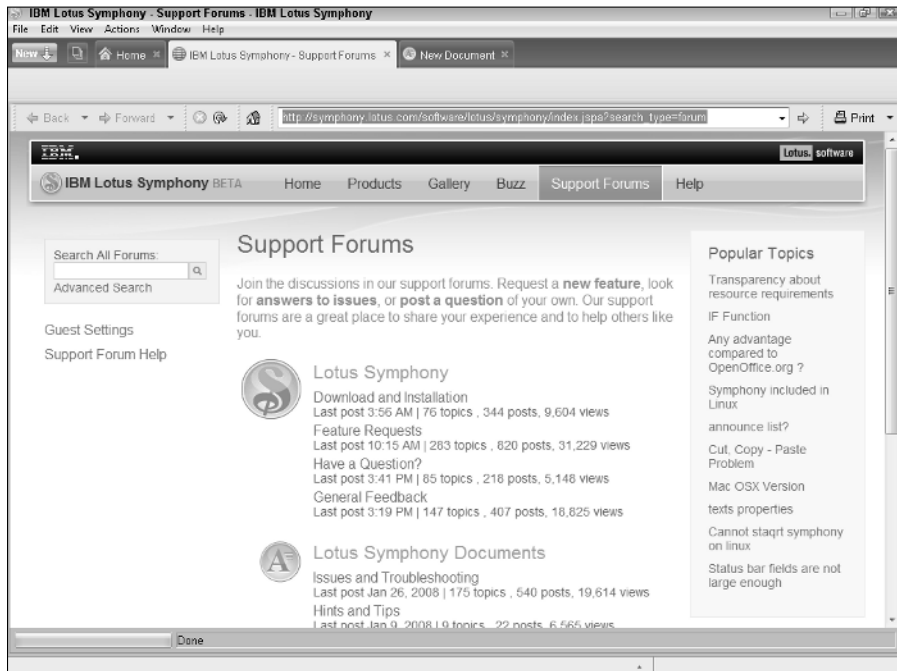


Figure 1-2:
The Lotus
Symphony
main
window.

Getting to Know the Lotus Symphony User Interface

After you have Lotus Symphony started, you need to decide what to do. For example, do you want to create a new word processing document? How about opening a spreadsheet file? Or simply navigating to a Web page on the Internet?

The main Lotus Symphony window includes four main areas. These areas help you navigate Symphony, start new documents, start a Web session, or simply get more information about contents that are displayed. The following list and Figure 1-3 explain each area:

A brief history of Lotus Symphony

Way back in the earlier days of computing — the 1980s — a company called Lotus released one of the earliest spreadsheet programs. It was called Lotus 1-2-3. A few years later, Lotus introduced Lotus Symphony, a program designed to run under an operating system called MS-DOS. That version of Lotus Symphony for DOS included five separate applications that resided in memory when you launched it. This was a revolutionary concept back then because it allowed users to work in these applications without closing one and then opening another one. These applications included the following:

- ✔ SHEET for spreadsheet work
- ✔ COMM for communications over a modem
- ✔ DOC for word processing work
- ✔ GRAPH for creating charts
- ✔ FORM for database work

Lotus Symphony for DOS distinguished itself from competitors at the time not by its individual programs (some of them weren't as robust as other offerings), but by its macro language. The macro language enabled users to create custom routines that automated repetitive and sometimes complex tasks, such as dialing up a stock market ticker service, downloading market information into SHEET, and creating custom reports from this data. Lotus discontinued Lotus Symphony for DOS when users migrated to a graphical user interface environment, such as Microsoft Windows 3.1.

A predecessor to the version of Lotus Symphony you're using today is the IBM Workplace application, which was introduced by IBM in 2002 and created on the Eclipse.org Rich Client Platform (RCP) application platform. Eclipse is built on top of Java.

- ✔ **Window** includes the main Lotus Symphony window that contains all of the individual Symphony applications: Web browser, Lotus Symphony Documents, Lotus Symphony Spreadsheets, and Lotus Symphony Presentations.
- ✔ **Menu bar** includes command menus that display commands relevant to the document you're creating or task you're working on. For example, when you choose to create a new Lotus Symphony Spreadsheets file, the set of menus that appear include File, Edit, View, Create, Tools, Manipulate, Layout, Window, and Help.
- ✔ **Tabs** are individual windows inside the main Lotus Symphony window. Each tab includes a Web browser window or Symphony document type, such as a Lotus Symphony presentation. You click each tab to switch between your open editing or browsing sessions.
- ✔ **Status bar** displays at the bottom of the main Lotus Symphony window to indicate different information about an open document or Web page.



Figure 1-3:
The Lotus
Symphony
main
window
includes
four main
areas.

Other features of the Lotus Symphony main window are common to most other windows you find in Microsoft Windows applications, such as the close button, scroll bars, restore button, and so on.

The main Lotus Symphony window includes the Home tab. This appears when you initially launch Lotus Symphony. On the Home tab are links to the following:

- ✓ **Lotus Symphony Documents:** A word processor application
- ✓ **Lotus Symphony Presentations:** A presentation (or slide show) application
- ✓ **Lotus Symphony Spreadsheets:** A spreadsheet application

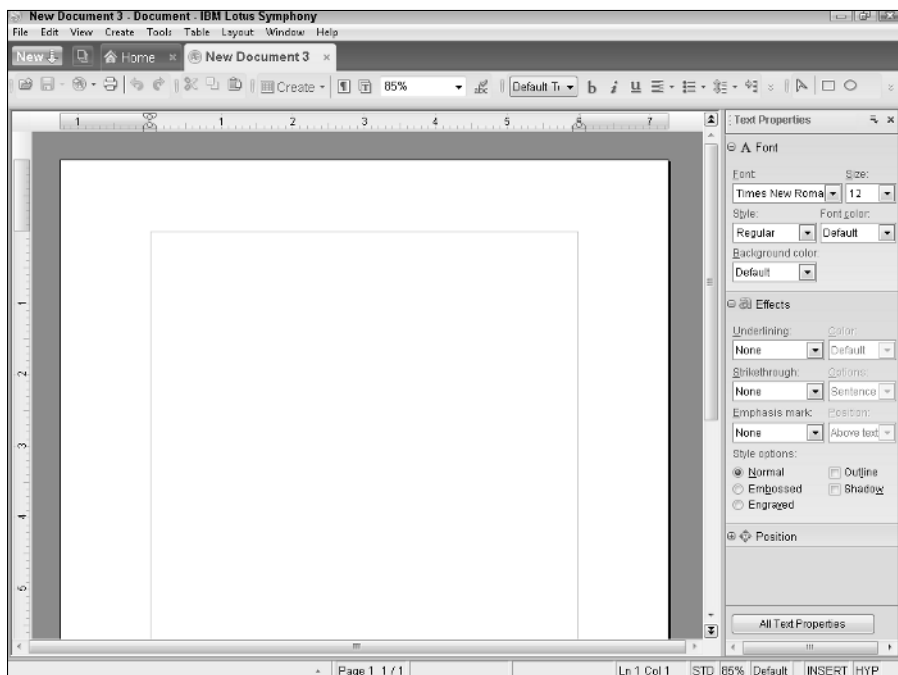
The following sections describe the basic tasks you can perform after you start Lotus Symphony.

Discovering the Lotus Symphony Documents window

Lotus Symphony Documents is the word processor application included with IBM Lotus Symphony. A *word processor* is an application that enables users to create, edit, view, and print documents. Documents include memos, letters, reports, books, brochures, and similar items. With Lotus Symphony Documents, you can create documents from scratch, use prebuilt templates to help you design your documents, and modify existing documents.

Before you start using Lotus Symphony Documents, it's a good idea to get familiar with the Lotus Symphony Documents window and primary interface. Figure 1-4 shows the default Lotus Symphony Documents window.

Figure 1-4:
The Lotus
Symphony
Documents
main
window.



The Lotus Symphony Documents window displays the document, as well as features that help you work with your documents. The following list explains these features:

- ✓ **Title bar:** Displays the file path and name of the document. The default document name is New Document until you save the document with a different name. The title bar also displays the type of Lotus Symphony application in which you're working — in this case, Documents.

The *path* is simply the location of the saved file. For example, if your documents are stored in a subfolder named Documents, which resides in a folder named My Stuff stored on your C drive, the path is C:\My Stuff\Documents.

- ✓ **Menu bar:** Provides access to the Lotus Symphony Documents command menus. From these menus, you can select commands to help you perform tasks and actions to create, modify, display, and print your documents.
- ✓ **Lotus Symphony tabs:** These tabs display the open windows you're working on, such as documents, spreadsheets, or other items. Each document you open in Lotus Symphony appears on a separate tab.
- ✓ **Toolbars:** Display buttons you can click to quickly perform a word processing action. Toolbar buttons correlate to commands you can find in the Lotus Symphony Documents menus. For example, to open a document, you can click the Open toolbar button, or choose File⇨Open⇨File from the menu bar. As you learn in the Using the Symphony Toolbars section later in this chapter, toolbars can display on a single line or stacked in multiple lines in the window.
- ✓ **Document window:** Displays the open document, such as a blank document, template, or existing document on which you're working.
- ✓ **Sidebar:** Displays the Properties sidebar, which provides information and tools for modifying text attributes in your document. For example, you can change font size using the Size option under the Font category.
- ✓ **Status bar:** Displays information about the open document, including page numbers, line and column numbers, and other items.

You may also notice a few other items in the Lotus Symphony Documents window, such as scroll bars and rulers. The scroll bars are common Windows elements that appear any time you need to view information that displays outside the view of the current display. You simply slide vertical scroll bars up or down to move the current display up or down. Slide horizontal scroll bars right or left to view information that has moved off to the right or left of the screen.

Rulers are measurement tools that help you design and place text, graphics, and other objects on your document window. You'll see more about rulers in Chapter 4.

Discovering the Lotus Symphony Presentations window

Like the Lotus Symphony Documents window, the Lotus Symphony Presentations window includes a number of common features. In fact, some of the features are the same as the Lotus Symphony Documents window, except they adjust to show information about your presentations and slides.

You can see the Lotus Symphony Presentations window by clicking the Create a New Presentation button on the Lotus Symphony Home tab. The following list describes the features displayed in the Lotus Symphony Presentations window and shown in Figure 1-5.

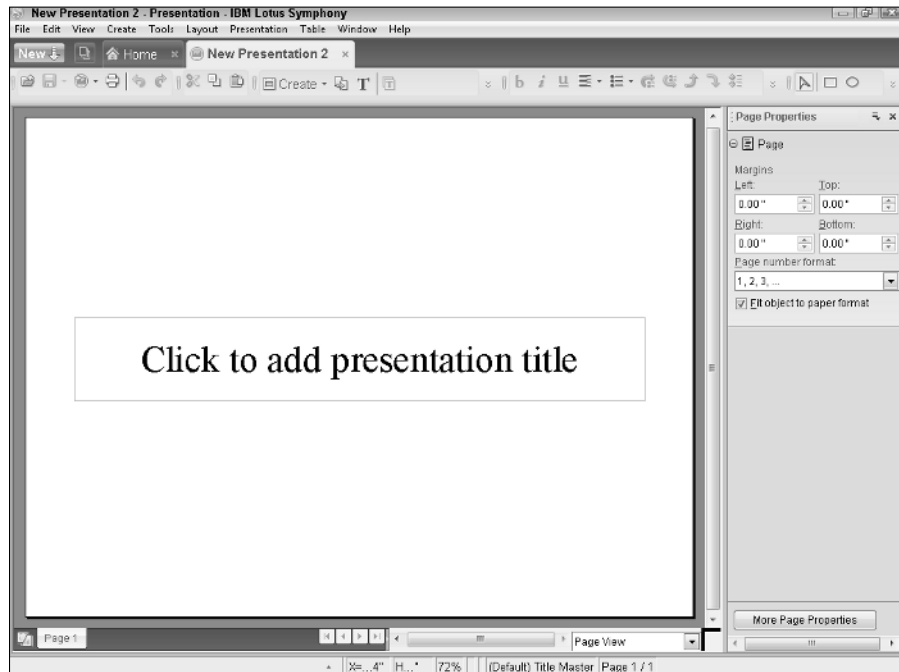


Figure 1-5:
The Lotus
Symphony
Presentations
main
window.

- ✓ **Title bar:** Displays the file path and name of the presentation. The default presentation name is New Presentation until you save the presentation with a different name. The title bar also displays the type of Lotus Symphony application in which you're working — in this case, Presentation.

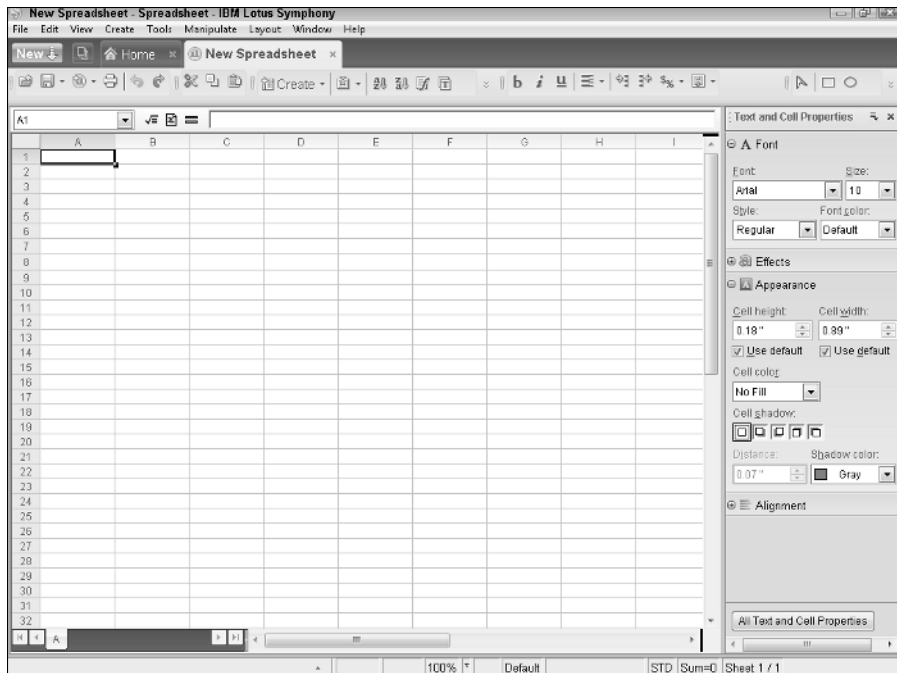
- ✓ **Menu bar:** Provides access to the Lotus Symphony Presentation command menus. From these menus, you can select commands to help you perform tasks and actions to create, modify, display, and print your presentations.
- ✓ **Lotus Symphony tabs:** These tabs display the open windows you're working on, such as presentations, spreadsheets, or other items. Each presentation you open in Lotus Symphony appears on a separate tab.
- ✓ **Toolbars:** Display buttons you can click to quickly perform a presentation action. Toolbar buttons correlate to commands you can find on the Lotus Symphony Presentations menus. For example, to open a presentation, you can click the Open toolbar button, or choose File⇨Open⇨File from the menu bar. As you learn in the Using the Symphony Toolbars section later in this chapter, toolbars can display on a single line or stacked in multiple lines on the window.
- ✓ **Presentation window:** Displays the open presentation, such as a blank presentation, template, or existing presentation on which you're working.
- ✓ **Sidebar:** Displays the Page Properties sidebar, which provides information and tools for modifying page attributes in your presentation. For example, you can change how page numbering looks using the Page Number Format option under the Page category.
- ✓ **Page tabs:** Provides tabs to navigate between pages in your presentation. When you create a new presentation, only one page tab appears. This area also includes tools for switching to the Master view of a slide and changing to a different page view, such as Outline view.
- ✓ **Status bar:** Displays information about the open presentation, including slide page numbers, zoom size, and other items.

You'll find out more about the tools and how to navigate the Lotus Symphony Presentations window in Part IV of this book.

Discovering the Lotus Symphony Spreadsheets window

When you're ready to create a spreadsheet in Lotus Symphony Spreadsheets, you click the Create a New Spreadsheet button on the Home tab. Again, many of the same window features found on the previous two application windows appear on this window as well. See Figure 1-6 for a view of the default Lotus Symphony Spreadsheets window.

Figure 1-6:
The Lotus
Symphony
Spread-
sheets main
window.



- ✓ **Title bar:** Displays the file path and name of the spreadsheet. The default spreadsheet name is New Spreadsheet until you save the spreadsheet with a different name. The title bar also displays the type of Lotus Symphony application in which you're working — in this case, Spreadsheet.
- ✓ **Menu bar:** Provides access to the Lotus Symphony Spreadsheets command menus. From these menus, you can select commands to help you perform tasks and actions to create, modify, display, and print your spreadsheets.
- ✓ **Lotus Symphony tabs:** These tabs display the open windows you're working on, such as spreadsheets, documents, or other items. Each spreadsheet you open in Lotus Symphony appears on a separate tab.
- ✓ **Toolbars:** Display buttons you can click to quickly perform a spreadsheet action. Toolbar buttons correlate to commands you can find on the Lotus Symphony Spreadsheets menus. For example, to open a spreadsheet, you can click the Open toolbar button, or choose File⇨Open⇨File from the menu bar. As you learn in the Using the Symphony Toolbars section later in this chapter, toolbars can display on a single line or stacked in multiple lines on the window.
- ✓ **Spreadsheet window:** Displays the open spreadsheet, such as a blank spreadsheet, template, or existing spreadsheet on which you're working.

- ✓ **Sidebar:** Displays the Text and Cell Properties sidebar, which provides information and tools for modifying attributes in your spreadsheet. For example, you can change the height of a spreadsheet cell using the Cell Height option under the Appearance category.
- ✓ **Worksheet tabs:** Provides tabs to navigate between worksheets in your spreadsheet file. When you create a new spreadsheet, only one worksheet tab appears.
- ✓ **Status bar:** Displays information about the open spreadsheet, including insertion information, formula data, and more.

You find more about the spreadsheet window in Part III of this book.

Discovering the Lotus Web Browser window

The final window view you can use in Lotus Symphony is the Web Browser window. This window displays when you select the New drop-down button on the Home window and select Web Browser. Figure 1-7 shows the Web Browser window as it appears when you first open it.

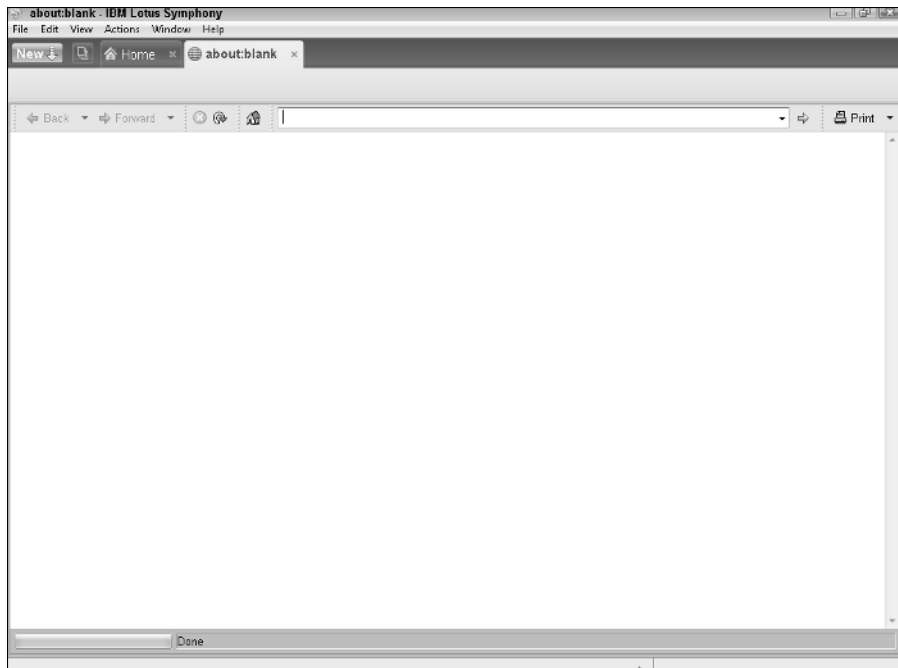


Figure 1-7:
The Lotus
Web
Browser
window.

Not much to see when you first open the browser. However, you can type a Web page address in the address box, press Enter, and click the Go button to link to and display a page in the browser window.

The common items found on the Web Browser window include:

- ✓ **Title bar:** Displays the title of the Web page displayed in the window. By default, the page is blank, so it shows about: blank as the name of the page.
- ✓ **Menu bar:** Provides access to the Web Browser command menus. From these menus, you can select commands to help you perform tasks and actions to navigate, open, and print Web pages.
- ✓ **Lotus Symphony tabs:** These tabs display the open windows you're working on, such as a Web page, spreadsheets, or other items. You can open multiple Web page tabs to display multiple Web pages, or use one tab to navigate to each page.
- ✓ **All Toolbars toolbar:** Displays buttons you can click to perform Web page actions. For example, to return to a Web page you have recently visited, click the Back button.
- ✓ **Document window:** Displays the open Web page.
- ✓ **Status bar:** Displays information about the open Web page, including the status of the Web page download.



Web page addresses are known as URLs, or Uniform Resource Locators. You may hear them pronounced as *earls*, but you can simply call them Web addresses if you like. Some common URLs include `www.google.com`, `www.cnn.com`, and `www.IBM.com`.

Using the Symphony Toolbars

Most Windows applications include toolbars to help you complete tasks, select items, and do other actions. Toolbars contain buttons that correspond to actions such as printing a document, opening a new spreadsheet, or saving a presentation. Generally, toolbars include the most frequently used commands in an application.

You can use toolbars in each of the applications in IBM Lotus Symphony. Although the toolbars don't take up much screen real estate, you do have the choice of turning off the toolbars, or moving them if you think they restrict some of the viewing area. The next two sections discuss how to turn on and off the toolbars, as well as move them.

Displaying toolbars

By default, the Lotus Symphony applications have some of their toolbars turned on. For example, in Lotus Symphony Documents, the following toolbars are activated by default:

- ✓ Context Sensitive
- ✓ Drawing
- ✓ Editing
- ✓ Main
- ✓ Universal

To turn on other toolbars — or the default ones, if they've been turned off — do the following:

- 1. Start an application to display its window.**

For example, click the Create a New Document button on the Home page to start Lotus Symphony Documents.

- 2. Choose View⇨Toolbars and then the name of the toolbar.**

The toolbar displays.



Lotus Symphony is built on the IBM Lotus Expeditor and Eclipse.org developer platform. That means that many custom applications and add-ins are available for the Lotus Symphony environment. Some of these add-ins include new toolbars that users can activate using the information contained in this section. However, in some cases, you may need to activate the toolbars using different methods. In those cases, contact the developer of those toolbars to find out how to activate them.

To turn off a toolbar, repeat the preceding steps and choose a toolbar that has a check mark next to it. This deselects the toolbar and turns it off.

Moving toolbars

Lotus Symphony toolbars display on a single row below the menu bar. You can move the toolbars so they appear on multiple rows, stacked below the menu bar. This is handy if you can't see all the buttons on a toolbar when they appear on the same row. Sometimes when you have a smaller monitor, your Windows screen resolution is set so that your application windows display in a larger view, making them easier to see. The problem can be that you can't see some of the application items, most commonly, the toolbar buttons that are on the far right of a toolbar.

To move a toolbar, use the following steps:

- 1. Start an application to display its window.**

For example, click the Create a New Document button on the Home page to start Lotus Symphony Documents.

- 2. Move the mouse pointer over the top of the left side of a toolbar until the pointer turns to a four-sided arrow.**

- 3. Click and hold down the left mouse button.**

- 4. Drag the toolbar down to the next row and release.**

The toolbar appears on the second row.



When you move a toolbar, don't worry if you don't see a second row below the main toolbar. As you drag the toolbar down, a new row automatically appears, enabling you to insert that toolbar there.

Starting Lotus Symphony When Windows Starts

Because Lotus Symphony includes four of the most common business applications, you may find that you use it every day. In fact, except for e-mail, it may be the most common set of applications you use. For this reason, you may want to set up Lotus Symphony to start automatically in the background each time you start Windows.

This is helpful if you start Windows in the morning as you begin work, and then do a few administrative tasks before you actually begin work (such as get a cup of coffee, listen to voice mail, or chat with your cubicle neighbor). As Windows goes through its tedious, and sometimes lengthy startup process, Lotus Symphony will start up in the background so that when you launch Lotus Symphony from its desktop icon or Start menu area, the program starts faster for you.

To set up Lotus Symphony to start in the background when Windows starts, do the following:

- 1. Make sure Lotus Symphony is started.**

- 2. Choose File⇨Preferences.**

The Preferences window appears.

3. Select the **Launch Lotus Symphony in the background when the operating system starts option**.

Figure 1-8 shows the Preferences window with the background startup feature selected.

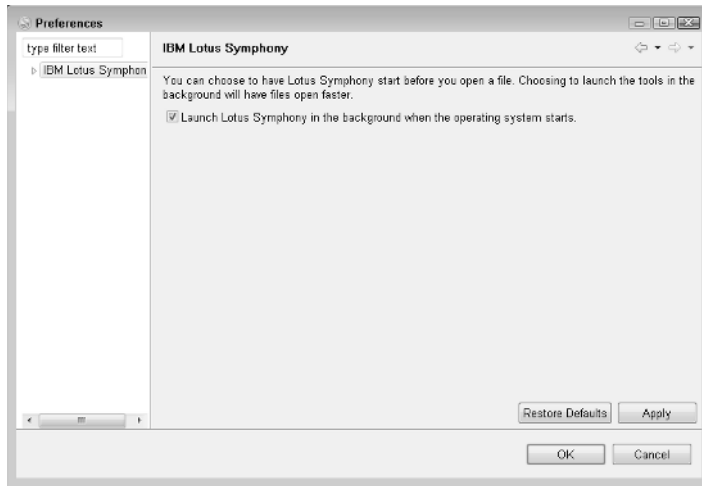


Figure 1-8:
Set this option to have Lotus Symphony start in the background each time you start Windows.

4. Click **Apply**.
5. Click **OK**.

Shutting Down Lotus Symphony

After you finish using Lotus Symphony, you can shut it down. When you do this, all four applications — Lotus Symphony Documents, Lotus Symphony Spreadsheets, Lotus Symphony Presentations, and the Web Browser — close.

To shut down Lotus Symphony, choose **File⇒Exit**. If you have any open documents, you're prompted to save them before Lotus Symphony closes down.

Another way to shut down Lotus Symphony is to use the **Close** button on the top-right corner of the main window. Again, you're prompted to save any unsaved documents.

